

DUTY STATEMENT

Class Title Associate Governmental Program Analyst	Position Number 804-491-5393-715
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit AIDS Drug Assistance Program Unit	
Section AIDS Drug Assistance Program Section	
Branch Care	
Division Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Associate Governmental Program Analyst (AGPA) performs assignments to assist in ensuring the continuing fiscal integrity and stability of the AIDS Drug Assistance Program (ADAP); acts as a liaison with local health jurisdictions (LHJs), conducts monitoring site visits, and provides technical assistance to ensure compliance with program standards; assists in the management of the Pharmacy Benefits Management (PBM) contract; provides technical assistance regarding benefits coordination with other health care programs; conducts legislative bill analyses; prepares responses to the more complex program inquiries from internal and external stakeholders; and assists in the general development of ADAP.

Supervision Received: General direction from the Staff Services Manager I, Chief of the ADAP Unit.

Supervision Exercised: None

Description of Duties: Duties involve monitoring, evaluating, and providing technical assistance to coordinators administering ADAP at the local level. The AGPA also monitors LHJ compliance with program standards to ensure the efficiency, economy, and effectiveness of operations at the local level; assists the Division's Pharmaceutical Consultant II with monitoring the contract with ADAP's PBM Contractor, and participates in the development of the Request For Proposals process to secure bidders at the conclusion of each contract term; provides technical assistance to internal staff and community partners regarding coordination of benefits with other third party payers, including Medi-Cal and Medicare Part D; takes a lead role in ensuring completion of the Part B Grant Application to secure federal funds; conducts legislative bill analyses; prepares responses to complex inquiries from various stakeholders including local, state, and federal agencies; develops procedures, performance standards, and operating guidelines to maintain and enhance ADAP's efficiency and effectiveness; and participates as a member of the budget and rebate teams.

Percent of Time Essential Functions

30%	Acts as a liaison with and provides technical assistance to staff in assigned LHJs regarding ADAP policies and procedures; conducts evaluations of LHJ enrollment sites to ensure compliance with program policies and procedures, performance standards, and operating guidelines; documents findings; performs selected site visit audits and analyses of project performance to ensure appropriate program administration; provides technical assistance to local ADAP enrollment sites regarding screening for other third party payers, including Medi-Cal and Medicare Part D; and provides guidance to analysts in the ADAP Unit regarding the provision of technical assistance to ADAP coordinators in the administration of ADAP at the local level; and develops
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and updates written policies and procedures to include in the Program Operations Manual as needed.

- 30% Works in conjunction with the Division's Pharmaceutical Consultant II to monitor the deliverables resulting from the PBM Contract and resolves any disputes regarding ADAP enrollment and/or provision of pharmacy services to clients throughout the state; assists in the development of the Request For Proposals process to secure bidders at the conclusion of each multi-year PBM contract period; participates in meetings with PBM representatives regarding contract compliance issues, including client enrollment/eligibility and pharmacy network administration and quality assurance performance indicators; acts in a lead capacity at quarterly Joint Data Policy Meetings with ADAP staff and the PBM Contractor's representatives; and develops and updates written policies and procedures to include in the Desk Manual for this activity.
- 20% Takes a lead role in ensuring the completion of the annual grant application to secure federal funds; conducts legislative bill analyses; prepares responses to the more complex program inquiries from various stakeholders at the local, state, and federal levels; prepares management information reports and summaries; assists with writing budget change proposals, legislative reports, and/or miscellaneous other documents; performs complex analyses of program policies and issues related to ADAP; and makes presentations to various groups, including upper level management, regarding ADAP.
- 15% Provides technical assistance to internal staff and community partners regarding the coordination of benefits with other third party payers, including Medi-Cal and Medicare Part D; participates in exploring, developing, and implementing effective strategies to screen for other third party payers; and develops and updates written policies and procedures to include in the Program Operations Manual as needed.

Percent of Time Marginal Functions

- 5% Performs other job related activities and duties as required.

Employee's signature	Date
Supervisor's signature	Date